**Procedures for Revocation of Consent for**

**Special Education and Related Services**

If, at any time after initially consenting to a student receiving special education and related services, a parent/legal guardian or student age 18 or older may revoke consent for services. The following procedures are to be completed with the parent or student and the LEA Special Education Director/Designee.

1. A parent or student must submit a request for revoking the provision of all special education and related services in writing to the LEA Special Education Director/ Designee. A copy of a sample letter for the parent or student to use to revoke consent will be provided.
2. Upon receiving the written request, the LEA Special Education Director/Designee promptly provides the parent or student with the *Revocation of Consent Prior Written Notice Letter.* A copy of *Louisiana’s Educational Rights of Children with Disabilities Handbook* will be sent by the Director/Designee along with the revocation letter*.*
3. The LEA will discuss revocation of consent for the provision of special education and related services to ensure that the parent or student is informed about the request, and secure the appropriate signatures from the parent or student.
4. All special education and related services will be revoked on the agreed upon date in the *Revocation of Consent Prior Written Notice Letter*, and the same date should be entered in the SER system as the exit date for the revocation of consent for services.